



Required Trainings for Certified Staff

June 2021

Q. What trainings are specifically required for certified staff?

A. This list is meant to be a guide to help districts build their individualized list of required trainings for certified personnel. This is not an exhaustive list of annual, mandatory trainings for your district.

- **Active Shooter**

[KRS 156.095](#) (7). Beginning November 1, 2019, and November 1 of each year thereafter, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all school district employees with job duties requiring direct contact with students. The training shall be provided either in-person, by live streaming or via a video recording and may be included in the four (4) days of professional development under [KRS 158.070\(3\)\(a\)](#). New hires hired after the training has been provided for the school year shall be provided materials on how to respond to an active shooter situation.

- **Blood Borne Pathogens**

OSHA/U.S. Dept. of Labor, [29 CFR 1910.1030](#). As required by federal OSHA law, school systems, like other employers, must identify personnel that could be exposed to blood or other potentially infectious materials (OPIM) and provide annual training on blood borne pathogens. Training is a requirement for all employees and the control plan is part of the school's annual health services program. PD credit should not be issued for the annual training if completed during the contracted school day. In schools, the training is typically provided by the district/school nurse.

- **Physical Restraint and Seclusion**

[704 KAR 7:160](#) Section 2 (1)(a)(c). (1) Each local school district shall establish policies and procedures that: (a) Ensure school personnel are aware of and parents are notified how to access the policies and procedures regarding physical restraint and seclusion; (c) Require school personnel to be trained in accordance with the requirements outlined in Section 6 of this administrative regulation. Each school district shall establish policies and procedures that ensure all school personnel are aware of and trained annually to use an array of positive behavior supports and interventions. Training is required for all teachers, principals, administrators, school counselors, social workers, other professionals, nurses, school resource officers, other law enforcement officers and other support staff who are employed in a school or who perform services in the school on a contractual basis. Online [PBIS training](#) is a free resource districts may use to provide school-wide instruction for staff purposes although there is no obligation to do so. The issuance of PD credit for participation in the online training is not compulsory but a local decision determined by the district.



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[704 KAR 7:160](#) Section 6. (1)(a) All school personnel shall be trained in state administrative regulations and school district policies and procedures regarding physical restraint and seclusion. (b) All school personnel shall be trained annually to use an array of positive behavioral supports and interventions to: 1. Increase appropriate student behaviors; 2. Decrease inappropriate or dangerous student behaviors; and 3. Respond to dangerous behavior. (c) This training may be delivered utilizing web-based applications. (d) This training shall include: 1. Appropriate procedures for preventing the need for physical restraint and seclusion, including positive behavioral supports and interventions; 2. State administrative regulations and school district policies and procedures regarding physical restraint and seclusion; 3. Proper use of positive reinforcement; 4. The continuum of use for alternative behavioral interventions; 5. Crisis prevention; 6. De-escalation strategies for responding to inappropriate or dangerous behavior, including verbal de-escalation, and relationship building; and 7. Proper use of seclusion as established in Section 4 of this administrative regulation, including instruction on monitoring physical signs of distress and obtaining medical assistance if necessary.

- **Prevention of Child Abuse and Neglect**

[KRS 156.095](#) (8)(e)-(f). All school administrators, certified personnel, office staff, instructional assistants, and coaches and extracurricular sponsors who are employed by the school district prior to January 31, 2017, shall complete the implemented training or trainings by January 31, 2017, and then every two (2) years after. All school administrators, certified personnel, office staff, instructional assistants, and coaches and extracurricular sponsors employed by the school district hired after January 31, 2017, shall complete the implemented training or trainings within ninety (90) days of being hired and then every two (2) years after. Per [KRS 156.095](#), Section 8 (a), the Department of Education maintains a [posting of approved trainings](#) and other materials for district training. Training approvals are made by the Kentucky Cabinet for Health and Family Services (KCHFS). The issuance of PD credit for the trainings is determined by the district.

- **Seizure Disorders**

[KRS 158.070](#) (3)(b). At least one (1) hour of self-study review of seizure disorder materials shall be required for all principals, school counselors, and teachers hired after July 1, 2019. This self-study review shall be in addition to the four days required under [KRS 158.070](#) (3)(a) and is a one-time requirement - NOT an annual requirement.

- **Suicide Prevention**

[KRS 156.095](#) (6)(c)(1). Beginning with the 2018-2019 school year, and every year thereafter, a minimum of one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness, shall be required for all school district employees with job duties



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requiring direct contact with students in grades six (6) through twelve (12). The training shall be provided either in person, by live streaming, or via a video recording and may be included in the four (4) days of professional development under KRS 158.070. (2). When a staff member subject to the training under subparagraph (1) of this paragraph is initially hired during a school year in which the training is not required, the local district shall provide suicide prevention materials to the staff member for review.

- **CPR/AED/First Aid**

Training is not required for all staff. However, [702 KAR 1:160](#) Section 2(10)(b) states that there shall be at least one adult present in the school who is certified in a standard first aid course which includes CPR for infants and children. Refer to district policy to determine local training requirements. FERPA/ Confidentiality: Districts need to be aware of the general guidelines and measures to protect and prevent access to restricted information. Schools are required to take pre-emptive measures to protect and prevent access to confidential student (and staff) records by unauthorized people.

Q. What online offerings are available for staff training?

A. Available offerings for [PBIS](#) are housed on [PBS TeacherLine/Online Professional Development](#). The [Cabinet for Health and Family Services](#) has developed many free, online trainings available for district use. (www.chfs.ky.gov) Those districts who contract with [Safe Schools](#) have access to a menu of available online offerings. (www.safeschools.com)